

American Embassy, Doha

Vacancy Announcement

SUBJECT: JOB VACANCY ANNOUNCEMENT - FIELD ADMINISTRATIVE OFFICER, LEVEL III, OPEN SOURCE CENTER

1. Embassy Doha has an immediate vacancy for a Field Administrative Officer to work in the Open Source Center. Post appreciates assistance from addressee posts in advertising this vacancy among its staff. This position is classified at Level III.

2. Basic function of position:

Serves as a Field Administrative Officer (FAO) for the Open Source Center (OSC), Doha Bureau. Responsibilities include managing the day-to-day administrative operations of the Bureau, providing a full spectrum of administrative support. This includes: finance, budget, human resources, logistics, acquisitions, facilities, management, security, housing, permanent change of station (PCS) and temporary duty (TDY) assistance to all Bureau personnel, including 8 U.S. Government Staff Officers and 14 Locally Hired Staff (LHS) officers in a professional, effective and timely manner. The incumbent will liaise with U.S. Embassy officials, OSC Headquarters (OSC HQ) in Washington and OSC Okinawa Bureau Administrative Hub (Okinawa Hub) counterparts to provide the highest level of administrative support on behalf of OSC Doha Bureau's mission.

3. Required qualifications:

Completion of secondary school plus one year of college studies or equivalent qualification required. A minimum of four years of progressively responsible office work experience in an administrative environment which included a finance and/or HR personnel position required. Level IV (Can perform extensive, sophisticated language tasks, encompassing most matters of interest to well-educated native English speakers, including tasks which do not bear directly on a professional specialty) speaking and reading English required. Knowledge of current financial software (such as Direct Connect, SAP), Database application, Excel and Word. Proven or demonstrated ability to exercise good judgment, initiative and diplomacy and the ability to work under pressure meeting specific

deadlines required. Excellent interpersonal and oral communication skills, with the ability to establish and maintain contact with U.S. Embassy personnel at high levels required. Ability to develop and maintain relationships with external contacts required. Ability to work well with a wide range of individuals at all levels. Excellent IT skills to include a sound knowledge of MS Word and Excel, with the ability to learn new software applications required. Excellent organization and prioritization skills required. Ability to work accurately and to pay attention to details. Ability to work quickly and effectively, both individually and as part of a team required.

4. Employment information: This is a full-time employment for a duration of 2 to 3 years.

5. Salary and benefits:

Salary for Grade FSN-09 Step 01:

Rate of Exchange: US \$ 1.00 = QRS 3.64

Basic Rate: QRs 137,033

Transportation Allowance: QRs 4,600

Housing Allowance: QRs 93,200

Miscellaneous Allowance (Accompanied) QRs 12,860

Miscellaneous Allowance (Unaccompanied) QRs 7,060

End of Year Bonus: 1/12th of annual basic salary payable to employee each year with earnings of pay period 24.

Homeward passage and return air travel to the nearest airport of home on record for employee and eligible dependents is authorized after every one year of service. Post provides life insurance coverage for the employee and medical insurance coverage for the employee and eligible dependents. Employee will be eligible to join post's Locally Employed Staff Provident Fund Plan after successful completion of a six-month probationary period. The Plan allows the contribution of 5 percent of basic salary by the employee, which will be matched, by a 5 percent U.S. Government contribution.

6. Please submit your application for employment (A resume with a cover letter) to:

DOHA 00000158 002.2 OF 002

DH_Vacancy@rccb.osis.gov

Closing date for submitting applications is May 12, 2010.